



SUPERIOR COURT OF THE STATE OF CALIFORNIA COUNTY OF TRINITY

INVITES APPLICATIONS FOR

**Revenue Recovery Specialist (RRS) / Court Clerk
Full-Time Benefited
Salary Range: \$3989.63-5345.93 / Month (DOE)**

Final Filing Deadline: Open Until Filled

Overview

Under general supervision, administer the non-judicial activities of the collection division of the Trinity Superior Court. Perform difficult, complex, and specialized collection activities for monies due to the Court, and to be responsible for resolving complex court collection issues. This classification is represented with full benefits per the current labor agreement.

Supervision Received and Exercised

General direction provided by the Court Services Supervisor and/or Court Executive Officer or his or her designee.

Essential Functions

(Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.)

- Manage a caseload involving the collection of money owed to the Court as a result of delinquent fines and fees.
- Locate and interview individuals with delinquent accounts who may be avoiding payment of monies owed to the Court.
- Investigate non-payment of accounts via telephone calls, interviews, letters and other investigative methods.
- Explain earnings withholding or other legal actions to defendants, attorneys, employers and debtors.
- Prepare audits of delinquent accounts in order to pursue legal recourse.
- Contact individuals by telephone or mail to inquire about reasons for nonpayment.
- Verify conflicting information concerning non-payment of delinquent accounts.
- Document all action taken and record the receipt of payments onto the case record.
- Determine defendant debtor's ability to pay amount owed.
- Negotiate a repayment schedule to satisfy obligation.
- Explain case action to debtors with questions regarding process.
- Assist with performing special assignments such as verifying bank accounts and property ownership.
- Prepare memos, letters and complex reports utilizing computers and related software such as case management systems, word processing programs and spreadsheets.
- Operation of a personal computer and software related to Court Collection functions.
- Attend staff and other work-related meetings, workshops, seminars and other continuing education opportunities.
- Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.

Marginal Functions

- Perform related duties as assigned.
- Will be required to assist Court Services when needed.
- May work directly with the public and our justice partners at the main service window:

1. Provide exceptional and timely customer service;
2. Provide general assistance when needed;
3. Receive filings or related documents.

Education and Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Education: Equivalent to completion of the twelfth grade.
- Experience: One year of experience involving routine collection activities.

Necessary Employment Standards:

Knowledge of:

- Basic math including addition, subtraction, multiplication and division.
- Correct English usage including correct grammar and spelling.

Ability To:

- Verbally communicate sufficiently to explain information to people of various socio-economic, cultural and educational backgrounds.
- Read, interpret and explain laws pertaining to collection practices.
- Write clear, concise, grammatically correct case narratives, reports, records and letters.
- Follow verbal and written instructions.
- Establish rapport and maintain effective working relationships with others.
- Use patience, tact and courtesy in dealing with people from various socio-economic backgrounds under various circumstances and under emotional stress.
- Utilize filing systems and keep systematic and accurate records.
- Verify information obtained from clients.
- Maintain resource information.
- Maintain confidentiality of all information and materials.
- Research, collect and organize information.
- Apply mathematic computations for payment schedules.
- Prioritize work in order to meet deadlines.
- Operate a variety of computer and office related equipment.

Working Conditions:

Regularly Required:

- Sit at a desk and/or in front of a computer.
- Twist and bend neck.
- Repetitive hand movement while performing computer data entry as well as writing.
- Traverse within the department.
- Bend and reach below shoulder height.
- Push and/or pull drawers of desk and/or file cabinets.

Frequently Required:

- Grasp, lift and move items weighting up to 25 lbs.
- Tolerate moderate levels of noise.

Occasionally Required:

- Grasp and move items weighing up to 50 lbs.
- Tolerate mild exposure to dust.

In compliance with the Americans with Disabilities Act, the Superior Court of California, County of Trinity will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

Working Environment:

Work is performed in a typical office building with adequate light, moderate temperature, and standard office equipment, including a computer. Incumbents will be working under sometimes difficult and demanding conditions, with frequent deadlines and expectations to produce high quality work under limited time constraints as well as periodic contact with difficult and confrontational individuals.

Special Requirements:

- CA driver's license may be required as incumbents may need to travel to trainings/conferences outside of the County.
- Background check may be performed and the final candidate will be required to be fingerprinted.
- All Court employees must take the Oath of Allegiance.

Application and Selection Procedure

Candidates must complete and submit a Court application form. A cover letter and resume may also be submitted. Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as "See/refer to resume" or "See attached." All applications will be thoroughly reviewed and only the best-qualified candidates will be invited for an oral and/or written examination. A writing sample may be requested. Meeting the announced requirements does not guarantee inclusion into the selection process. Successful applicants receiving a conditional offer of employment will be required to pass a drug/alcohol test and be finger printed.

The Superior Court of California, County of Trinity is an Equal Opportunity Employer.

Arrangements may be made to accommodate applicants with disabilities by informing the court's Human Resources Division in writing or by telephone at the time of application.

Submit application materials to:

**Trinity Superior Court
P.O. Box 1258
Weaverville, CA 96093
ATTN: Human Resources/ Trinity RRS**

Applications may be obtained from the address listed above, by calling 530-623-1369, or by visiting the Court's website at www.trinity.courts.ca.gov.

In adherence to COVID-19 guidelines, faxed and emailed applications will temporarily be accepted as long as original signatures are present.

Travel expenses to appear for an interview will not be reimbursed.

About Trinity County

The **Superior Court of California, County of Trinity**, is located in the northernmost part of the state and encompasses approximately 3,200 square miles of rugged terrain steeped in the rich history of the California gold rush. The County takes its name from the Trinity River, which offers excellent fishing and whitewater rafting adventures. The Trinity Alps primitive wilderness area is situated in the northern portion of the county and views of the Alps are prominent as one travels around the county. The seasonal climate offers a variety of outdoor adventures including camping, hiking, biking, hunting, fishing, water skiing, boating and gold panning.

The population of the County is approximately 13,000. Trinity County has good schools and a hospital.

The Superior Court of California, County of Trinity, is served by two (2) judges, one (1) court executive officer and approximately FOURTEEN (14) employees.